



## EMPLOYEE DIRECT DEPOSIT BANK ACCOUNT INITIATION/CHANGE FORM

This form is to be used for employees new to Direct Deposit with GCH or those employees who wish to change the account to which their paycheck is deposited.

### Employee Instructions:

1. Complete the employee required information section.
2. Complete the Direct Deposit section to specify where you want your pay deposited.
3. Sign the bottom of the form.
4. Retain a copy of this form. Return the original to the HR & HSE Manager.
5. Attach proof of your bank account details by way of an encoded deposit slip/voided cheque/printed internet banking slip

New Set up:

(Please select one)

☐

Change of Account

☐

### Employee Information – Required

Name:

First

Middle

Last

Address:

House No.

Street

Suburb

Town/City

Post Code

Contact Ph Nos:

Home

Mobile

Work

Email Address:

DOB:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

I would like my wage/salary deposited into the following bank account. In providing this information to GCH Aviation I authorize the organisation to initiate automatic deposits into my account. I also agree not to hold GCH Aviation responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my financial institution or due in an error on the part of my financial institution in depositing funds to my account:

Bank:

\_\_\_\_\_

Branch:

\_\_\_\_\_

Account Name:

\_\_\_\_\_

No.

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\_\_\_\_\_  
Employee Signature (primary)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date